



## ADMINISTRATIVE REGULATION

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Effective Date: November 12, 2019

Administrative Regulation: 1-8

Revision Date: April 20, 2021

Supersedes: November 12, 2019

Approved By: William H. Ashton II

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Subject: Hiring and advanced pay steps protocol for Virginia sworn police officers

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### I. Purpose

The purpose of this program is to recognize and compensate Virginia sworn law enforcement officer new hire employees. This regulation may be modified under authority of the town manager.

### II. Employees Involved

Applicable Virginia sworn law enforcement officer new hires.

### III. Advanced pay steps

The following advanced pay steps are applied to all newly hired law enforcement officers:

**Military experience, active or reserve:** Must fulfill entire term and be honorably discharged. 5% increase above starting salary given.

**Language experience:** Ability to fluently speak, read and write a language other than English. Fluency may be tested at town's discretion. 5% increase above starting salary given.

**Education:** Bachelor's degree from accredited institution. No credit for associate degree. No additional credit for degrees beyond bachelors. 2.5% increase above starting salary given.



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**Certified law enforcement experience:** 1% credit given for 1 year of sworn Virginia law enforcement experience.

All advanced steps shall not exceed 20% above the minimum starting pay of the relevant rank. Chief of Police and Director of HR reserve the right to determine advanced pay step eligibility.

### IV. Direct hires of Virginia Certified Sworn police officers

Direct hire of Virginia Certified Sworn police officers with 3-9 years of certified sworn police officer experience in Virginia, will be eligible for the Private First Class (PFC) rank and pay at the minimum of that rank. Applicable advanced pay steps will be applied to the new hire's pay, not to exceed 20% above minimum pay for relevant rank and pay scale. Benefits will be consistent with that of a regular sworn new hire. Experience as a sworn law enforcement officer in jobs other than sworn police officer does not qualify for hiring above the Police Officer 1 rank.

Direct hire Virginia Certified Sworn police officers with 10 or more years of certified sworn police experience in Virginia, will be eligible for the Senior Police Officer (SPO) rank and pay at the minimum of that rank. Applicable advanced pay steps will be applied to the new hire's pay, not to exceed 20% above minimum pay for relevant rank and pay scale. Benefits will be consistent with that of a regular sworn new hire. Experience as a sworn law enforcement officer in jobs other than sworn police officer does not qualify for hiring above the Police Officer 1 rank.

Direct hiring of Virginia Certified Sworn police officers into any rank will pay at the minimum of the applicable rank. Applicable advanced pay steps will be applied to the new hire's pay. For specialty sworn positions from outside agencies, higher than 20% above minimum pay for relevant rank and pay scale may be granted by the Director of Human Resources.

A handwritten signature in black ink, appearing to read "William H. Ashton II", written over a horizontal line.

William H. Ashton II  
Town Manager